



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Class Specification and Adjustment To the Control Point for Human Resources Director

MEETING DATE: September 4, 1996

SUBMITTED BY: City Manager

RECOMMENDED ACTION: To approve the class specification and adjustment to the Control Point for Human Resources Director.

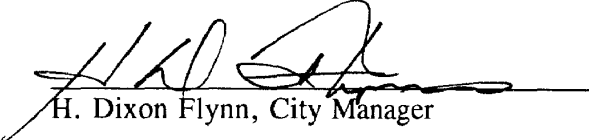
BACKGROUND INFORMATION: The position of Human Resources Director has changed significantly since its inception in 1988. At that time the position was given the charge to become a full service department. The position has not only achieved that directive, but in doing so, has assumed additional functional responsibilities (e.g. the absorption of risk management, and labor negotiations). A survey of the City of Lodi's management survey cities reveals that the Control Point should be adjusted to \$69,240. The increase in position's functional responsibilities within the last several years, places this position at a level of comparability to similar positions in other cities with higher levels of compensation.

It is recommended to approve the specification attached, and adjust the control point to the survey mean of \$69,240.

COST: The cost is subject to City Manager discretion in assigning a salary to the incumbent within the Control Point range. The current salary of the Human Resources Director is \$64,730.

FUNDING: General Fund.

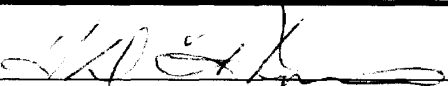
Respectfully submitted,


H. Dixon Flynn, City Manager

Prepared by Marlon Robbins, Human Resources Analyst II

cc: Human Resources Director

APPROVED: _____


H. Dixon Flynn -- City Manager

RESOLUTION NO. 96-122

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE CLASS SPECIFICATION AND ADJUSTMENT TO THE
CONTROL POINT FOR THE HUMAN RESOURCES DIRECTOR

BE IT RESOLVED that the Lodi City Council does hereby approve the Class Specification for the Human Resources Director as shown Exhibit A attached and made a part of this Resolution; and

FURTHER RESOLVED, that the Lodi City Council does hereby approve an adjustment to the control point for the Human Resources Director to \$69,240.00.

Dated: September 4, 1996


I hereby certify that Resolution No. 96-122 was passed and adopted by the City Council of the City of Lodi in a regular meeting held September 4, 1996 by the following vote:

AYES: Council Members - Davenport, Mann, Pennino, Sieglock
and Warner (Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None


JENNIFER M. PERRIN
City Clerk

HUMAN RESOURCES DIRECTOR

DEFINITION:

Under administrative direction, plans, organizes and implements City human resource management programs; provides expert professional assistance to City management staff in personnel and related matters; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This single position class manages all activities throughout the City related to the broad function of human resources, which include recruitment and selection, affirmative action, classification and compensation, benefits administration, employee training and development, risk management, employee records maintenance, labor relations, management development, performance appraisal, and the negotiation and administration of agreements with employee organizations. The incumbent is accountable for accomplishing department goals and objectives and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the department.
- Direct the preparation and administration of the department's budget.
- Plan, organize, administer, review, and evaluate the activities of professional, technical, and office support staff.
- Confer with City management regarding major personnel program activities or problems.
- Serve as the head of the City's negotiating team and administer memoranda of understanding after agreements are reached.
- Direct recruitment and selection activities for permanent and temporary City staff; direct the implementation of the City's affirmative action plan for protected groups including the disabled.
- Direct comprehensive job analysis, classifications, job evaluation, compensation, and benefits administrative activities.
- Direct the development and maintenance of a comprehensive classification and compensation plan.
- Direct the upkeep and maintenance of centralized personnel records.
- Advise and counsel management and employees regarding grievance and disciplinary procedures and actions.
- Direct programs of employee training and development.

EXAMPLES OF DUTIES (Cont'd):

Select assigned staff and provides for their training and professional development; interpret City policies and procedures to employees; is responsible for morale, productivity, and discipline of department staff.

Direct the conduct of analytical studies; develop and review reports of findings, alternatives, recommendations, and implement programs.

Represent the City in meetings with representatives of governmental agencies, professional and business organizations, employee organizations, and the public.

Monitor developments and legislation related to personnel matters, evaluate their impact upon City operations and recommend and implement policy and procedural improvements.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles, practices, and techniques of public personnel administration, including recruitment and selection, affirmative action, classification, job analysis and job evaluation, compensation and benefits administration, and employee development.

Principles and practices of labor relations in the public agency setting, including effective negotiating techniques.

Administrative principles and methods, including goal setting, program and budget development and implementation, and employee supervision.

Applicable federal, state, and local laws and regulations.

Basic budgetary principles and practices.

Ability to:

Plan, organize, administer, review, and evaluate a broad, centralized personnel services program.

Select, train, motivate, and evaluate assigned staff.

Negotiate effectively with varied labor organizations.

Develop, implement, and interpret goals, objectives, policies, procedures, work standards, and internal controls.

Analyze complex problems, evaluate alternatives and make creative recommendations.

Exercise sound independent judgment within general policy guidelines and legal constraints.

Establish and maintain effective working relationships with those contacted in the course of the work.

Represent the City effectively in meetings with others.

Prepare clear, concise, competent reports, correspondence and other written materials.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge's and abilities would be qualifying. A typical combination is:

Education:

Equivalent to a Bachelor's of Arts degree from a four year college or university with major coursework in business or public administration, employee relations, industrial psychology, human resources management, or a closely related field.

Experience:

Four years of increasingly responsible experience in performing a broad range of human resource functions including experience in employee supervision and program development and implementation. Experience in a public agency setting is desirable.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.